

REAL ESTATE INSTRUCTOR LICENSE INFORMATION

Note: As used below, the term “brokers” includes broker-salespersons, and “associate-brokers” if that is the corresponding term used in the applicant’s state of licensure.

I. BASIC QUALIFICATIONS

- A. All applicants must be 18 years of age or older and have a background of good moral character. (N.J.A.C. 11:5-2.2(K)l)
- B. All applicants must either:
 - 1. hold a bachelor’s degree from an accredited college or university; or
 - 2. have been continuously licensed as a New Jersey real estate broker for the two years immediately preceding application; or
 - 3. have been continuously licensed as a broker in another state for the three years immediately preceding application.

II. EDUCATION REQUIREMENTS

- A. All applicants must complete the full 150 hours of broker prelicensure education prescribed by N.J.A.C. 11:5-2.1(g) except:
 - 1. Persons who have held New Jersey broker licenses for the two years immediately preceding application and who, to qualify for that license, completed the 150 hours of broker prelicensure education.
 - 2. The following applicants, who must complete the two 30 hour broker prelicensure education courses prescribed by N.J.A.C. 11:5-2.1(g), but not the 90 hour general broker prelicensure education course are:
 - a. New Jersey broker licensees who have been licensed as such for the two years immediately preceding application who have not previously completed those two 30 hour broker prelicensure education courses;
 - b. Licensed brokers from other states who have been licensed as such for the three years immediately preceding application.

III. EXAMINATION REQUIREMENT

A. All applicants must pass the instructor license examination and apply for the license within one year of the issuance date indicated on the Certificate of Examination Eligibility.

The instructor license examination consists of questions regarding general real estate knowledge, the rules and regulations and questions on general teaching methods.

Applicants should undertake independent study on teaching methods from one or both of the following sources:

Understanding and Facilitating Adult Learning

Author: Stephen D. Brookfield

Publisher: Jossey-Bass Inc. publishers

Cloth Edition Copyright: 1986

Paperback Edition Copyright: 1991

To obtain a copy of Understanding and Facilitating Adult Learning contact:

Jossey-Bass Inc. Publishers
350 Sansome Street
San Francisco, California 94104
Phone: 415-433-1767

How To Teach Real Estate To Adults

Subtitle: A Handbook for Instructor

Author: Donald R. Levi

Publisher: Real Estate Educators Association

Copyright: 1989--Held by: REEA

Cost for member \$14.95 Cost for non-member \$19.95

To obtain a copy of How To Teach Real Estate To Adults contact:

Real Estate Educators Association
740 Florida Central Parkway
Suite 1020
Longwood, Florida 33250
Phone: 407-834-6688

B. To take the exam, you must first be issued a Certificate of Examination Eligibility. To obtain such a certificate, you must submit a written request for it to the address indicated below, AND:

1. If you have been licensed as a New Jersey broker for the last two years, and you qualified for that license by completing the full 150 hours of broker prelicensure education, specify your real estate license reference number in your letter; or
2. If you have not taken the two 30 hour broker prelicensure education courses prescribed by N.J.A.C. 11:5-2.1(g) but have been licensed as a New Jersey broker for the last two years, or as a broker in another state for the last three years, submit with your letter a completed and fully executed school certificate evidencing your successful completion of those two 30 hour broker courses. In addition, if you are a non-New Jersey broker you must submit with your request a current license certification from the state in which you are licensed as a broker; or
3. If 1. or 2. above do not apply, submit with your letter both a school certificate confirming completion of the full 150 hours of broker prelicensure education and a college transcript evidencing the issuance of a bachelor's degree to the applicant. In the case of New Jersey attorneys, a certificate of good standing from the New Jersey Supreme Court should be substituted for the college transcript.
4. If you are not a current holder of a New Jersey real estate license, you must submit proof of citizenship or legal presence. Submit a copy of your birth certificate or U.S. passport (current or expired).

C. Information on arranging to take the exam will be supplied to qualified candidates with their eligibility certificate.

NOTE: ALL INITIAL PAPERWORK MUST BE RECEIVED BY THIS OFFICE ONE (1) MONTH PRIOR TO THE DATE OF THE SCHEDULED SEMINAR TO ALLOW SUFFICIENT TIME FOR REVIEW AND PROCESSING. Upon passing the instructor's examination please contact the Education Bureau at 609-292-8300, Extension 50113 NO LATER THAN **TWO WEEKS PRIOR TO THE DATE OF THE SCHEDULED SEMINAR.**

CANDIDATES WHOSE REQUESTS ARE RECEIVED AFTER THE ONE (1) MONTH TIMEFRAME WILL BE REQUIRED TO WAIT FOR THE NEXT SCHEDULED SEMINAR.

IV. SEMINAR ATTENDANCE REQUIREMENT

Prior to the issuance of an instructor's license you will be required to attend a seminar on Commission and licensing procedures.

Seminars are conducted approximately twice a year. Information regarding the seminar, along with an instructor application, will be forwarded when a seminar has been scheduled.

Instructor applicants must present a completed application along with a check in the appropriate amount on the day of the seminar.

After having attended the seminar and presuming all other requirements including that relating to your good character have been satisfied an instructor license will be issued.

V. GENERAL INFORMATION

- A. All licenses issued March 1, 2003 will expire February 28, 2005. Licenses are issued for a two year term. For example:

Issuance Date: March 1, 2003	Expiration Date: February 28, 2005
Issuance Date: March 1, 2005	Expiration Date: February 28, 2007 etc.

- B. The fee for the instructor license for the two-year period is \$268.00.

License fee:	\$200.00
Application fee:	\$ 50.00
Criminal History fee:	\$ 18.00*
Total:	\$268.00

The fee for the second half of the licensing period is \$168.00.

License fee:	\$100.00
Application fee:	\$ 50.00
Criminal History fee:	\$ 18.00*
Total:	\$168.00

*The \$18.00 criminal history fee is waived for New Jersey attorneys in good standing.

- C. For a list of licensed schools offering broker prelicensure courses, please contact our office at 609-292-8300, Extension 50137.
- D. To request an instructor Certificate of Examination Eligibility, send a request for same with all required submissions as specified in III B above to:

New Jersey Real Estate Commission
PO Box 328
Trenton, New Jersey 08625-0328
Attention: Ann Marie Agoes